



Westminster LGBT Forum Events Co-ordinator Volunteer Role Description

Role Title: Events Co-ordinator

About us: Westminster LGBT Forum is a community group, run and supported by volunteers, for LGBT people who live in, work in or visit the City of Westminster. Our purpose is to support our community, and improve services and provision for LGBT people across Westminster.

The [Constitution](#) of the Forum gives more detail on the overall structure, aims and relevant policies

What we're looking for: Someone who is enthusiastic, proactive, dedicated and creative, with experience in fundraising, to support the Forum in event organisation.

What you will do: As the Events Co-ordinator you will develop and deliver a programme of events, as well as arranging a presence at external events.

Your key tasks will be:

- Develop and run a programme of events for friends and members
- Lead on presence at Pride events
- Plan and run community events and outreach
- Work with the Volunteer Lead to grow a team of events volunteers

The support you will get: you will work closely with the Forum Committee, and

directly with the Volunteering Lead. You will be joining a very supportive team of volunteers who are always ready to support each other.

What we need from you: We ask that you are able to give a regular amount of time to the role, to enable us to run regular events and maintain a presence with the public. We are also looking for someone to bring new, creative ideas for events that will engage our members, partner organisations, and the wider public.

Who is right for the role? This role will be suitable to a wide range of people, but we are primarily looking for volunteers with the following qualities, skills and experience:

- Passionate about the LGBTQ+ community and upholding it's rights
- Good communication skills
- Good organisation and people management skills
- Able to work as part of a volunteer team, but also take initiative and work independently
- Experience of planning, organising and delivering events

Interested? If you have any queries or questions about this role, please email us at: volunteering@westminsterlgbtforum.org

Join us!

If you would like to apply, please send a short expression of interest, outlining your relevant qualities, skills and experience to: volunteering@westminsterlgbtforum.org